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DEPARTMENT OF EDUCATION

MEMORANDUM TO: PRINCIPALS OF SECONDARY SCHOOLS
AND SECRETARIES OF SECONDARY SCHOOL BOARDS.

RE: THE LIMITED TECHNICAL COURSE.

Note: This memorandum replaces all previous memoranda on the Limited Vocational Course.

The Limited Technical Course is one in which technical shop work is offered in Grades 9 and 10 of a high school or collegiate institute.

1. REQUIREMENTS FOR THE INTRODUCTION OF THE COURSE.

Subject to the approval of the Minister, a board may offer the Limited Technical Course in a high school or in a collegiate institute provided that the following requirements are met.

(a) The regular Commercial Course must be offered to the end of Grade 12 in the school or in some other school operated by the board.

Note: The Commercial Option of the General Course and the one-year Commercial Special Course do not meet the requirements.

(b) The school shall have at least two industrial arts shops.

(c) The teachers of the shop work subjects shall hold the Intermediate (or higher) Industrial Arts Certificate, except that where the school requires more than two shops, the third, and any additional teachers of shop work subjects may hold Vocational Certificates in the appropriate subjects in lieu of Industrial Arts Certificates.

(d) The equipment shall be of suitable type, quality and quantity to permit effective teaching of the Technical Course.

(e) Arrangements must be made for a near-by vocational school to accept recommended Grade 10 pupils into the specialized shop work subjects of the Grade 11 Technical Course, and close liaison must be maintained between the teachers in the high school and the technical director in the vocational school to ensure that the required standards are attained. It will be necessary for the technical director of the vocational school to visit the high school or collegiate institute at least three times in the school year, at times set by mutual arrangement by the two principals. His expenses for these visits will be borne by the board which offers the Limited Technical Course.

2. CONTENT OF THE LIMITED TECHNICAL COURSE.

The objectives of this programme can be attained by offering either or both of the following courses, depending upon the enrolment.

(over)

(a) The Technical Course.

In this course, the content and time allotment in both academic and shop work subjects shall adhere to the outline in Curriculum I. & S. 27, 1959, for the Technical Course.

(b) The General-Technical Course.

In this course, the content of the academic subjects shall be that of the General Course, including French, and at least 20% of the teaching time shall be allotted to technical shop work subjects.

3. SPECIAL VOCATIONAL COURSES IN GRADES 9 AND 10.

Circular H.S.1, Requirements for Certificates and Diplomas, permits a board to offer special courses.

Provided that the board operates either or both of the courses mentioned in 2 above, it may offer special vocational courses in Grades 9 and 10 in which the subject content of either the Commercial Course or the Technical Course is simplified or reduced or in which a subject is omitted, but in which the time allotted to the practical commercial work or shop work meets at least the requirements of H.S.1 for the Commercial Course or the Technical Course.

The approval of the Minister is required to offer these special courses, and pupils who take them will not be eligible for the intermediate certificate.

4. LEGISLATIVE GRANTS.

(a) Subject to the requirements in item 1, a board that has not appointed an advisory vocational committee and that has pupils enrolled in

(i) the regular Commercial Course,
(ii) the one-year Commercial Special Course,
(iii) the Technical Course,
(iv) the General-Technical Course, and
(v) the Special Vocational Courses

shall be paid an additional grant as provided in the current Regulations for General Legislative Grants.

(b) Where a board has appointed an advisory vocational committee, pupils in a high school or collegiate institute who are enrolled in the courses listed in 4(a) above shall be considered to be vocational pupils for the purpose of legislative grant.

5. PROCEDURE.

(a) The resident secondary school inspector, or the municipal superintendent, should be consulted regarding the advisability of introducing the course.

(b) The approval of the Minister shall be requested. The request shall be accompanied by a copy of a statement by the board of the "receiving" school indicating its willingness to co-operate in the programme.

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6. THE ADVANTAGES OF THESE COURSES.

(a) The Limited Technical Course will provide an opportunity for pupils in a high school district to take two years of a Technical Course and then proceed to a vocational school to complete the four-year course. These pupils will on transfer become non-resident pupils of the high school district in which the vocational school is located, and the "sending" board will be responsible for their fees.

(b) The General-Technical Course will enable pupils to continue either with the General Course or with the Technical Course in Grades 11 and 12, thus deferring this selection until abilities, aptitudes, and interests are more fully established.

(c) The enrolment of pupils from courses (a) or (b) above in a senior vocational school will help to increase the attendances in Grades 11 and 12 of the latter school and thereby make it possible to offer a better and more diversified course at this level.

(d) The Special Vocational Courses will provide outlets for pupils who will probably leave school at age sixteen.

7. ORGANIZATION.

A mimeographed memorandum covering the organization of these courses and the additional shop work equipment which is necessary is available, upon request, from the Superintendent of Secondary Education, the Department of Education, Parliament Buildings.

S. D. Rendall,
Superintendent of Secondary Education.

February 22, 1961.